



Valley of the Sun

Executive Director Job Description

JOB TITLE: Executive Director

REPORTS TO: Board of Directors

SUMMARY:

As the chief executive, the role of Executive Director is to direct the operations of the organization, create and drive a vision on how the organization will fulfill its mission of providing support, education, and advocacy to individuals with mental illness and their families; work with the Board of Directors, staff, volunteers, and board committees to develop and achieve goals related to a strategic plan; maintain a strong presence in the community and voice of NAMI as it relates to advocating for policies and practices that positively impact the lives of people with mental illness and their families; and engage in fundraising and development efforts to ensure the sustainability and strategic growth of the organization. The Executive Director reports to the Board of Directors and is under the general supervisor of the President of the Board.

MAJOR DUTIES:

General Administration

- Assists the board in the formulation of policies for effective and efficient operations. Also recommends policies to the board.
- Administers and ensures implementation of policies and procedures.
- Acts on behalf of the organization in signing all necessary papers in connection with daily business.
- Ensures that all legal obligations are met, including reports to all regulatory bodies and compliance with all legislation.
- Oversees the daily administrative functions by organizing and monitoring efficient office operations.

Planning

- Provides leadership in developing the strategic plan/agency goals and ensures that an annual business plan furthers the strategic direction.
- Develops and implements evaluation system to measure organizational effectiveness.
- Maintains thorough knowledge of current issues and community need as they relate to mission in order to develop new and expanded program initiatives.

Board Relations

- Serves as principal liaison between the board and staff.
- Provides active staff support to the appropriate committees or ensures that another staff member is assigned to the committee.
- Presents timely reports to the board and committees on the current status and projected needs of the organization.
- Assists the board in developing their skills and defining their roles.
- Assists the board in identifying and recruiting directors and committee members.
- Prepares background materials for and participates in board orientation sessions.
- Provides support to the board and committees as needed.

Program Administration

- Prepares an annual plan for board approval in conjunction with the appropriate committee.
- Ensures implementation of evaluation systems to measure program effectiveness, efficiency and impact; including adherence to NAMI fidelity standards and/or standards of practice as related to the NAMI Signature Programs.
- Supervises the implementation of all programs and services.
- Develops strategic partnerships with community anchors to increase program sites, program availability, and program impact based on identified needs of the community – this includes the ongoing recruitment, training, coaching, and support of NAMI Signature Program Facilitators.

Personnel

- Hires, supervises and evaluates all staff.
- Provides direction for management of the human resource system covering employees and volunteers.
- Enforces compliance with personnel policies and procedures.
- Ensures high morale, low turnover, and professional development of the staff.
- Develops and implements staff development and training standards.

Financial Management

- Drafts annual organizational and program budgets for finance committee review and monitors implementation of budget throughout the year once approved by board.
- Oversees all financial operations, including: supervising the bookkeeping and accounting system, monitoring cash flow and working with the auditors.
- Protects all assets by ensuring proper insurance coverage and adequate security.

Development

- Coordinates fundraising activities, in conjunction with the Development Committee and board.
- Conducts research on potential funding sources.
- Submits proposals to government, foundation, and corporate sources. Conducts follow up efforts appropriately.
- Initiates the annual fund appeal and other individual giving programs.

Public Relations

- Serves as a representative and spokesperson for the organization within the community.
- Creates written materials as needed to communicate the message and image of the organization.
- Develops and maintains relations with peer organizations and the media.
- Directs an active public relations program to increase support and recognition.

REQUIRED SKILLS KNOWLEDGE AND ABILITY

- Proficient public speaking and training facilitation skills
- Strong written communication skills – including professional written correspondence, government Request for Proposal response development, grant writing, contract writing, etc.
- Experience in staff development and supervision
- Experience in volunteer management
- Experience in board development activities
- Experience in fundraising
- In-depth understanding of Arizona’s healthcare system, mental health parity laws, and the Medicaid and Medicare systems, and the public policies that impact these systems
- Experience in stigma reduction efforts
- Organized, efficient, and reliable
- Strong visionary leader who understands how to diplomatically manage competing interests and priorities